

<p style="text-align: center;"><b>Iowa Department of Public Health</b></p> <p style="text-align: center;"><b>Electronic Laboratory Reporting Checklist</b></p>				
✓	Action Step	Party that takes this step	How?	IDPH Contact Information
	Enroll with IHIN	Hospital / Laboratory Rep	Complete IHIN Participation Agreement ( <a href="#">see link #1 below</a> ).	<a href="mailto:ehhealth@idph.iowa.gov">ehhealth@idph.iowa.gov</a>
	Register for the smartLab	Hospital / Laboratory Rep	Complete smartLab Registration ( <a href="#">see link #2 below</a> )	<a href="mailto:ELR@idph.iowa.gov">ELR@idph.iowa.gov</a> John Satre (515)229-0417
	Verification Letter sent	IDPH ELR Team	Meaningful Use verification letter e-mailed from IDPH to Hospital	<a href="mailto:ELR@idph.iowa.gov">ELR@idph.iowa.gov</a> John Satre (515)229-0417
	smartLab credentials provided	IDPH ELR Team	smartLab credentials e-mailed to registered smartLab users, respectively	<a href="mailto:ELR@idph.iowa.gov">ELR@idph.iowa.gov</a> John Satre (515)229-0417
	Transport Prep	IHIN vendor (through IDPH ELR Team) shortly after credentials provided	IHIN vendor will contact hospital/lab transport contact	<a href="mailto:ELR@idph.iowa.gov">ELR@idph.iowa.gov</a> John Satre (515)229-0417
	smartLab Just in Time Training (optional)	IDPH ELR Team & Hospital/Lab ELR Team	IDPH ELR Team coordinates webinar	<a href="mailto:ELR@idph.iowa.gov">ELR@idph.iowa.gov</a> John Satre (515)229-0417
	Mapping local codes to IDPH smartLab code set	Hospital / Laboratory Rep	Login to smartLab & map hospital/laboratory codes for Tests, Results, and vocabularies (race, ethnicity, specimen type, etc.) to the IDPH code set	<a href="mailto:ELR@idph.iowa.gov">ELR@idph.iowa.gov</a> John Satre (515)229-0417
	Message Construction	Hospital/Laboratory/Vendor	Facility-specific	<a href="mailto:ELR@idph.iowa.gov">ELR@idph.iowa.gov</a> John Satre (515)229-0417
	Message testing (message structure variation)	Hospital/Laboratory/Vendor	Facility-specific ( <a href="#">See link #3 below for message specifications</a> )	<a href="mailto:ELR@idph.iowa.gov">ELR@idph.iowa.gov</a> John Satre (515)229-0417
	Engage Request	Hospital/Laboratory/Vendor	Contact IDPH	<a href="mailto:ELR@idph.iowa.gov">ELR@idph.iowa.gov</a> John Satre (515)229-0417
	Mapping Review	IDPH ELR Team	Review Mapping	<a href="mailto:ELR@idph.iowa.gov">ELR@idph.iowa.gov</a> John Satre (515)229-0417
	Test Message Review	IDPH ELR Team	Review latest Test Message in smartLab	<a href="mailto:ELR@idph.iowa.gov">ELR@idph.iowa.gov</a> John Satre (515)229-0417
	Engage Meeting	IDPH ELR Team & Hospital/Lab ELR Team	Discuss mapping, test message review, historical reporting, and next steps	<a href="mailto:ELR@idph.iowa.gov">ELR@idph.iowa.gov</a> John Satre (515)229-0417
	End-to-End testing	IDPH ELR Team & Hospital/Lab ELR Team	System-to-system test	<a href="mailto:ELR@idph.iowa.gov">ELR@idph.iowa.gov</a> John Satre (515)229-0417
	Dual Reporting	Hospital Lab/Infection Prev.	Traditional reporting & ELR for specified # weeks (may vary by facility)	<a href="mailto:ELR@idph.iowa.gov">ELR@idph.iowa.gov</a> John Satre (515)229-0417
	Transition to Production	IDPH ELR Team & Hospital/Lab ELR Team	Scheduled date/time agreed by both parties	<a href="mailto:ELR@idph.iowa.gov">ELR@idph.iowa.gov</a> John Satre (515)229-0417

**Hyperlinks associated with the ELR Checklist on next page**

1. IHIN Participation Agreement  
[http://www.iowahealth.org/documents/cms/docs/Enrollment\\_Documents/Standard\\_IHIN\\_Participation\\_Agreement.pdf](http://www.iowahealth.org/documents/cms/docs/Enrollment_Documents/Standard_IHIN_Participation_Agreement.pdf)
2. Register for the smartLab
  - a. PDF version of smartLab registration questions:  
[http://www.idph.iowa.gov/Portals/1/Files/CADE/smartlab\\_questions.pdf](http://www.idph.iowa.gov/Portals/1/Files/CADE/smartlab_questions.pdf)
  - b. Actual smartLab registration:  
[https://www.surveymonkey.com/s/SmartLab\\_Registration](https://www.surveymonkey.com/s/SmartLab_Registration)
3. The IDPH Implementation Guide and ELR Constrained Profile (one-stop document for ELR):  
[http://www.idph.iowa.gov/Portals/1/userfiles/113/Documents/Iowa\\_ELRLConstrainedProfileforProduction\\_Final%20v1\\_04\\_03\\_1.pdf](http://www.idph.iowa.gov/Portals/1/userfiles/113/Documents/Iowa_ELRLConstrainedProfileforProduction_Final%20v1_04_03_1.pdf)
4. All Meaningful Use – ELR – related information (updates, workshop content, recorded webinars, etc.) is posted to the IDSS page on the IDPH web site:  
<http://www.idph.iowa.gov/CADE/idss>
5. The Meaningful Use page on the IDPH web site is a gateway with links to all other locations related to the Meaningful Use public health objectives:  
<http://www.idph.iowa.gov/InformationManagement/meaningful-use>

A more detailed list of ELR on-boarding steps begins on next page.

## IDSS ELR On-boarding Steps

### IHIN Participation Agreement

1. Provider organization signs an IHIN Participation Agreement
2. IDPH eHealth Team forwards the Participation Agreement to IDPH
3. IDPH eHealth Team adds the provider organization and its lab facilities to the Accounting database
4. IDPH ELR Team adds the provider organization and its lab facilities to the MU database

### Register/Enroll the Facility

1. IDPH ELR Team enrolls the facility in smartLab (in both UAT and Production)
  - Ensures that a business email address is entered for failed files communication
  - Selects Provider/Facility Preferences for message format (SMF, HL7 2.3.1, etc.)
  - Ensures that the unique Provider Code in smartLab matches the Facility code/ID within the message being submitted to smartLab
2. IDPH ELR Team gives credentials to the facility
3. IDPH ELR Team communicates with facility to establish target one-on-one engage date (verify from smartLab registration)
4. IDPH ELR Team notifies the IDPH e-Health Team that the facility is set up on smartLab
5. IDPH ELR Team provides 'Just in Time' smartLab training to new facility (webinar / recorded on-line training)

### Transport Setup

1. Once a facility registers and has gone through the 'Just in Time Training,' the IDPH ELR Team will request that the IDPH e-Health Team
  - a. send either VPN or Web Services documentation to the facility and
  - b. coordinate a meeting with LightEdge if a VPN connection is selected as the transport
  - c. **NOTE:** both UAT (test) and production connections will be set up at the same time, if the facility can support both. The production smartLab will not accept messages until the IDPH ELR Team has authorized transition to ELR production.

### Mapping

1. The facility reviews their entire test catalog to identify set of tests that could yield reportable results
2. Facility identifies tests that could yield reportable results across multiple reportable conditions and maps these using the smartLab General LOINC tab (this is a time-saving shortcut that must be done first if it is going to be used)
3. Facility enters their disease/condition-specific tests (smartLab LOINC tab) mapping in smartLab, verifying General LOINC tab entries at the condition level.
4. Facility enters their disease/condition-specific results (all NOMinal or ORDinal results) on the smartLab SNOMED tabs for those tests that have been mapped.
5. Facility maps Additional Epidemiologic Information (see top item in the smartLab Organism - Condition list), if possible
6. Facility maps the appropriate vocabulary values on the smartLab Vocabulary tab tables.

### Facility Ready for **Phase I Testing** (initial smartLab testing)

1. The facility performs self-testing using standard testing methods to identify issues.
2. The facility tests directly with smartLab by uploading their files manually or submitting through Web Services or VPN connection.
3. The facility and IDPH ELR Team review reports in smartLab as needed (determined by facility)

4. IDPH ELR Team pulls these files to their test system for analysis (ongoing in automated fashion; IDPH staff may periodically review, but is not systematically reviewing messages during Phase I testing).
5. Facility and IDPH ELR Team communicate to discuss errors as needed

Ready for **Phase II Testing** (UAT End-to-end)

1. The facility informs the IDPH ELR Team that they are ready for an Engage meeting.
2. IDPH coordinates with the facility to schedule a 1-hour meeting to review:
  - a. test messages and possibly recommend some minor changes,
  - b. smartLab profile information,
  - c. historical reporting,
  - d. discuss next steps.

**Parallel Testing / Dual Reporting**

1. Facility submits messages to the smartLab through Web Services UAT or through VPN
2. In addition, facility manually submits the same reportable disease data to IDPH through existing reporting methods
3. IDPH ELR Team does analysis between the two
4. Facility and IDPH ELR Team communicate to discuss any discrepancies

Ready for **Production**

1. The IDPH ELR Team
2. IDPH ELR Team promotes the facility mapping to Production
3. LightEdge on-boards the facility to VPN Prod
4. Facility submits reportable disease data through VPN
5. Facility and IDPH ELR Team review their reports in smartLab
6. IDPH ELR Team pulls these messages to their Production system
7. Facility and IDPH ELR Team communicate to discuss errors